

**REQUEST FOR ARCHITECTURAL & ENGINEERING DESIGN
SERVICES**

Southeast Regional Headquarters and Service Center



April 2018

Project 18C2F

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Background

The Southeast Region (SER) Headquarters and Service Center in Milwaukee is the largest and busiest Department of Natural Resources field office in the State of Wisconsin. The Service Center is open to the public five days a week with customer service representatives serving over 25,000 customers per year. The purpose of this project is to construct a SER Headquarters and Service Center office building to provide a healthy, environmentally safe, maintenance efficient facility for employees and visitors.

Current SER building (2300 North Martin Luther King Jr. Drive)

The current SER headquarters office building is located at 2300 North Martin Luther King Jr Drive just north of downtown Milwaukee. This existing two-story building has approximately 34,000 square feet (sf) of office space and 13,000 sf of field laboratory space on the lower level. There is an attic level 2,230 sf, which houses the boilers and the air conditioning equipment. A central filing area, program storage areas and a locker room are also on the lower level. There is an elevator, two large conference rooms, a lobby and a loading dock.

In addition, as the Service Center for the Milwaukee area, this building also provides office space for employees and the support facilities such as labs, storage areas and record storage. The public can obtain hunting and fishing licenses, snowmobile and boat registration and information on various DNR properties. They can view and receive copies of public records and are able to meet directly with DNR staff in a variety of disciplines. The building has labs used by the air management and water quality regional staff. The air staff uses the labs for equipment testing, manual data analysis and certification of the equipment to US EPA standards. The air staff also designs and builds equipment that is used statewide. The water staff uses the lab to calibrate and maintain the dissolved oxygen meters, pH meters, turbidity meters, and classification and counts of invertebrate species. The water staff also uses the facilities to preserve samples, perform dissections and chlorophyll testing. The building has a sample preparation area and locker room facilities to be used by all the field staff for storing equipment and preparing for field inspections.

New Location (1001 W. Saint Paul Avenue)

The subject building for renovation is located at 1001 W. Saint Paul Avenue. This building was built by the Falk Company in 1977 as an engineering and office building. The WI Department of Transportation (DOT) acquired the building in 2006 for use as a field office for the Marquette Interchange project and is currently in the process of vacating the facility.

The existing office building is in good condition, has 14-year old roofing, its original mechanical/electrical/plumbing/fire protection systems, and much of its original interior partitioning and finishes. The building has received some new floor and wall finishes during its use by the DOT. The parking lot was repaved, re-lit and re-striped by the DOT.

Project Description

This project will plan, design, and implement the construction to renovate the existing building located at 1001 W. Saint Paul Avenue into the new SER Headquarters and Service Center.

The scope of work includes extensive renovation/upgrades of the Saint Paul Avenue building to accommodate all staff, and associated department programs, currently headquartered at the Dr. Martin Luther King Jr. Drive headquarters. Staff relocations to the new facility will occur after renovations are complete.

The new Saint Paul Avenue location continues to demonstrate the department's commitment to Milwaukee and the customers it serves in this region. There will be no disruptions in customer service as the department will continue full operations at the current facility while the approximate two-year renovation at the new location occurs.

Scope of Services

The A/E consultant team will be selected, based on qualifications, to provide program verification through construction phase services for this project. Existing facilities systems have been evaluated for capacity and existing condition. The design process is expected to include input from DNR staff from multiple programs across the agency.

Pre-Design

At the request of the DNR, the DFDM conducted a 2014 study (DFD Project No. 13I3L) of the 1001 W. Saint Paul Avenue facility (attached). This document sets forth the need and purpose of the project and the design criteria upon which the design is to be based upon.

The designer is expected to verify the elements of this document through a program verification process as part of the scope of services.

Known elements that have changed since the development of the 2014 study:

- The DOT will no longer be co-located within the facility. Additional vertical floors will not be added to the project scope to accommodate an additional agency in the building.
- The cost to purchase the building and associated property is now included in the overall project costs.
- The DOT will allow, by permit, the use of the parking area under the highway ramp for this facility/building.

Design through Construction Services

In addition to the pre-design services (as outlined above), the designer will provide design and construction administration services as outlined in the DFDM "Policy and Procedure Manual for Architects/Engineers and Consultants" and the DFDM "Contract for Professional Services".

Understanding that this is an existing building and site, the following exceptions to these required services are expected:

- Soils investigations and site survey work will only be required on the site of the new storage building.
- Peer review (as outlined in DFDM “Policy and Procedure Manual for Architects/Engineers and Consultants”).
- Level 2 commission is removed at this time due to cost versus benefit considerations for a business occupancy.
- Environmental Assessment (EA) and/or Environmental Impact Statement (EIS) is not required for this project. The department is conducting Phase I and Phase II Environmental Site Assessments (ESA) and a Vapor Intrusion Assessment. Conclusions of these assessments will be made available once complete.

Project Schedule

A/E Selection	June 2018
Design Report	December 2018
State Building Commission	January 2019
Bid Opening	July 2019
Construction Start	October 2019
Occupancy	October 2020

Project Budget

Construction	10,900,000
Pre-Design	25,000
Design Fee (6.4%)	697,600
DFDM Management (4%)	466,500
Contingency (7%)	763,000
Other Fees	150,000
Land/Building Purchase	3,000,000
Movable/Special Equipment	1,010,800
Total Project Budget	\$17,012,900

Other fees include: Abatement, plan review fees, survey and soils engineering (new storage building), ESA and Vapor assessments.

User Functions and Requirements

Space Summary

	GSF	ASF	Building Efficiency
Remodeled Building	56,200	42,650	75%
New Storage Building	4,620	4,200	90%
Totals	60,820	46,850	77%

Space Tabulation

Space tabulation is outlined in 2014 study (Appendix A). The designer is expected to verify the elements of this document through a program verification process as part of the scope of services.

Special Considerations

Security/Building Access: The headquarters/service center and storage building will require secure parking and building access for both department staff and department customers.

Separation of customer service areas and staff work areas in the facility must be established.

Securing private information contained in agency files and applications needs to be addressed in any building design and equipment procurement, both within the building file storage and the working files within staff cubicles.

Appendix

Appendix A

DFD Project No. 13I3L – DNR Southeast Regional Headquarters Building Study